MINNESOTA ACCOUNTING AND PROCUREMENT SYSTEM
REQUEST FOR REFUND OF SALES TAX

Agency:_____   Contact:_____   Date:_____

City goods or services were delivered to: _____   Phone:_____

Vendor Number / Vendor Name / City/State	Document I.D. / Invoice #	Payment Amount	Correct State Tax	State Tax Paid	Amount Over Paid	% Due MN	Correct Local Tax	Local Tax Paid	Amount Over Paid
	Reason why this tax should not have been paid						Item or Service paid for		
1									
2									
3									

Doc ID G9R 006_____   Doc ID G9R 006_____

TOTAL OVER PAID: $ _____ $ _____

Accounting (same as original payment):   NN71   NN _____

FY	FUND	AGENCY	ORGN/SUB	APPR	ACTV	OBJT/SUB	REPT CATG	JOB/PROJECT	AMOUNT

Agency Approval: _____   Finance Approval: _____

Fax to: 651-797-1306 Attn: Vendor File Maintenance Unit

Instructions For Form FI-00563-02
Request for Refund of Sales Tax

This form will be used for agencies to request a refund of overpaid sales tax. (Refer to MAPS Policy & Procedure 0807-01 -- Sales Taxes on State Agency Payments for more information.) Three accounting lines are provided--attach additional sheets, as necessary.

Agency: Enter the requesting agency's name.
Contact: Enter the name of the person to refer questions.
Date: Date of request.
City goods or services were delivered to: To help determine applicable local taxes.
Phone: Contact's telephone number.

Vendor Number, Name, City, and State: Enter the vendor number on the first line, the vendor name on the second line, and the vendor's city and state on the third line.

Document ID Invoice #: For payments made through the procurement component of MAPS enter the purchase order number and the vendor's invoice number. For credit memos processed through the accounting component of MAPS, enter the Payment Voucher (PV) Document ID.

Payment Amount: Enter the amount of the payment (or credit memo) for which the sales tax should not have been applied.

Correct State Tax Amount: Enter the amount of state sales tax that should have been paid.

State Tax Amount Paid: Enter the amount of state sales tax that was actually paid.

Amount Over Paid for State Tax: Subtract the State Tax Amount Paid from the Correct State Tax Amount.

% Due MN for variable rate purchases only: If tax was paid at full rate but should have been paid at a reduced rate, enter the percentage rate at which tax should have been paid.

Correct Local Tax Amount: Enter the amount of local sales tax that should be paid.

Local Tax Amount Paid: Enter the amount of local sales tax that was actually paid.

Amount Over Paid for Local Tax: Subtract the Local Tax Amount Paid from the Correct Local Tax Amount.

Reason why this tax should not have been paid: (See Refund Reason next column)

What we ordered/paid for: Please be specific, some commodity codes are very general

Total Over Paid: Enter the total of the Amount Over Paid columns for state and local taxes. This is the total amount of the refund.

REFUND REASON - Directed to Department of Finance:
- Duplicate payment
- Used wrong commodity code
- Tax default not correct
- Purchase is for resale
- Purchase is for use in making a product
- Returned purchase to vendor
- Taxed in MAPS, tax also paid to vendor
- Full tax paid, variable rate tax applicable
- Subscription, Advertising, On-Line Service
- Other (use attached explanation if necessary)

Contact Department of Finance at (651) 201-8194 for specific procedures.

Directed to Department of Revenue:
- Capital Equipment Refunds
- Resource Recovery

Contact Department of Revenue at (651) 556-6817 for specific procedures.

ACCOUNTING: The accounting information should be the same as the original payment. If you have three payments that were charged to the same accounting distribution, only one accounting line is necessary.

FY: Enter the 2-digit fiscal year of the expense budget to be credited for the payment of sales tax.

FUND: Enter the 3-character fund code of the expense budget to be credited for the payment of sales tax.

AGENCY: Enter the 3-character agency code of the expense budget to be credit for the payment of sales tax.

ORGN/SUB: Enter the 4-character organization code of the expense budget or lower level reporting organization to be credited for the payment of sales tax. Include the 2-character sub-organization, if used.

APPR: Enter the 3-character appropriation unit of the expense budget to be credited for the payment of sales tax.

ACTV: Enter the 4-character activity code to be credited for the payment of sales tax.

OBJT/SUB: Enter the 4-character object code to be credited for the payment of sales tax. Include the 2-character sub-object, if used.

REPT CATG: Enter the 4-character reporting category to be credited for the payment of sales tax.

JOB/PROJECT: Enter the 8-character job or project code to be credited for the payment of sales tax.

AMOUNT: Enter the total amount of sales tax (state plus local) to be credited to each accounting line.